



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT COMMUNITY LIAISON OFFICE (CO-CLO) COORDINATOR

Announcement Number: 10-24 (AMENDED)

OPEN TO: U.S. Citizen Appointment Eligible Family Member (AEFM)

POSITION: **COMMUNITY LIAISON OFFICE (Co-CLO) Coordinator** (Position Number 97005000 and 97015059)
This is a sensitive position requiring a Top Secret security clearance

OPENING DATE: Wednesday, September 29, 2010

CLOSING DATE: Wednesday, October 13, 2010 **-or-** until filled

WORK HOURS: This is a shared position, both with part-time, 20-hour per week schedules

SALARY: Position grade **FP-7** (\$39,994) or **FP-6** (\$44,737)
All FP position grades will be confirmed by Washington. EFM's who are currently employed at post or in INWS status and who have applied for another position within the Embassy will be considered for HPR pending review of qualifications by the Bureau and availability of funds.

The American Embassy in Manama is seeking two candidates for employment as the Community Liaison Office (CLO). Assistant reporting to the Management Officer. The Co-CLOs must be able to obtain a top secret clearance.

Note: Must be a U.S. citizen spouse Appointment Eligible Family Member (AEFM) of a direct-hire employee assigned to post. Family member appointments are defined by 3 FAM 8200. An AEFM* does not have to be residing in country to be considered.

BASIC FUNCTION OF THE POSITION

The Community Liaison Office Coordinator (CLO) develops and manages a comprehensive post program to maintain high morale based on community demographics and post-specific needs. Development and implementation of the program has direct impact on post morale and affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign environment; develops evaluation criteria and conducts periodic surveys to assess program efficacy. Based on analysis of formal and informal surveys, the CLO develops and implements a long-range program plan that outlines goals to maintain and enhance morale at post.

The duties of the CLO are defined in eight areas of responsibility: employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and events planning. The CLO develops and administers a program plan across the 8 areas, which is client-driven and responsive to post-specific needs. The CLOs also oversee the production and issuance of the embassy newsletter, *the Falcon*.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension x2937.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school (high school) is required.

2. Experience: At least two years in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of an organization; as well as interpreting, adapting and applying regulatory or procedural materials are required.

3. Language: Level 4 (fluent) speaking/reading English Including ability to clearly write and edit materials is required.

4. Knowledge:

- Complexity of issues in the daily administration of the program requires knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores are required;
- Knowledge is particularly critical to performance of duties in employment liaison, education liaison, crisis management and security liaison where USG and State Department regulations, policies and initiatives govern programs and benefits critical to the general well-being of FS employees and family members overseas are required.

5. Abilities & Skills:

- Ability to clearly write and edit materials is required.
- Ability to type and comfortably use word processing equipment is required.
- Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs is required.
- Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community is required.
- Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies is required.
- Ability to coordinate with other elements of the Mission to ensure program success is required.
- Ability to develop and maintain effective contacts in local business, educational, and service communities is required.
- Ability to listen and respond to quality of life concerns in a professional and sensitive manner. The CLO is a caregiver who often deals with issues that are subjective in nature and relate directly to overall mental and physical well-being of the client(s) or community as a whole is required.

SELECTION PROCESS

When fully qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. The AEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
4. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;

6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
7. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 10-24 (AMENDED)

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

--Is a U.S. citizen; and

--Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

--Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

--Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

--Does not receive a Foreign Service or Civil Service annuity

CLOSING DATE FOR THIS POSITION IS WEDNESDAY, OCTOBER 13, 2010 (or until filled)

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT:GNavadel; Drafted:HRO:VSmith; FMO:MCurtis